

Burrillville Extended Care (BEC)

Board of Directors

Minutes

September 7, 2010

Called to Order and Attendance/Review Agenda:

Meeting called to order-by Dr. David Van Dyke at 6:35 p.m.

Members Present-Dr. David Van Dyke and Christine Hammond.

Members Absent- Newt Stevens and Richelle Wheeler

Members Excused- Juliette Lopez-Recinos and BEC Program Director Kelly Cournoyer

Others Present: BEC Program Director Lisa Nault; Parks & Recreation Director, Cheri Hall; and Town Council Liaison Kevin Heitke, Esq.

Minutes of the June 7, 2010 regular meetings to be accepted:

Tabled until December 6, 2010 meeting due to lack of quorum.

Welcome:

Dr. David Van Dyke welcomed all board members.

Correspondence:

None

Good and Welfare:

The Director shared that BEC parents have approached her at the Spring Lake Beach facility to state that their children have had an

absolutely wonderful time at BEC. Lisa Nault stated it was a very good summer.

Old Business:

1. Program Updates-

Lisa Nault reported on the numbers currently enrolled in the fall BEC program. Steere Farm site is doing very well. Callahan Elementary numbers are low on a daily basis.

It was suggested that any children entering kindergarten and first grade will all report to the Callahan site and then when entering grade 2, will switch to their appropriate school site. This will assist in leveling out the staff at both sites. There is no waiting list at this point. Dr. Van Dyke questioned if any advertising has been done. Lisa Nault stated flyers will be given at the upcoming open house at the Callahan site. Total enrollment numbers are the same this year compared to 2008 and 2009 but are uneven between the two sites. Steere Farm is at capacity with Callahan Elementary having 20 openings. Dr. Van Dyke questioned if scholarships to needy families might be an option. The Director stated with the new expenses BEC is supporting, scholarships to needy families are not suggested at this time. If necessary, employee hours at Callahan will be decreased.

2. Financials–

Lisa Nault distributed the financials as of the end of the fiscal year. The program is still awaiting \$10,000 from the State of Rhode Island which will then balance the budget. An amount of \$16,000 under

uncategorized insurance is due a deduction for liability insurance coverage. The Director will review this deduction with the town's finance department.

Lisa Nault reviewed the up to date profit and loss information. Currently, the profit is showing \$106,000 but expenses have not been deducted as of yet. Dr. Van Dyke questioned why wages are \$31,000 over budget on the year end fiscal budget. The Director already has questioned the recent \$1,000 deduction for auditing when BEC already pays separately to the auditor. Dr. Van Dyke questioned why field trip costs were over budget by \$4,000. These budget item questions will be reviewed by the Director.

3. Parent and Employee Handbook Changes-

The Director reported that the Parent and Employee handbook has been updated to include the approved changes at the June 2010 meeting. The summer and fall handbook have been combined into one handbook.

Town Council Liaison Kevin Heitke reported that BEC could follow the town's employee drug testing policies. The current statute was reviewed. A draft of the Employee Handbook including these changes will be reviewed at the December 2010 BEC Board of Directors meeting.

4. Fall Program

“Reviewed above under Program Updates”

5. Spring Lake Beach tables

The Director reported the new tables have been placed at the Spring Lake Champlin Hall. The Director and Lisa Nault commented they are a great improvement.

6. Department Vehicle

The Director reported the new Parks and Recreation 2011 Ford Escape SUV has been ordered after approval was given by the Town Council. It should arrive in 7 to 8 weeks.

New Business:

1. Holiday Programming-

The Director reported that Santa on Town Common sponsored by BEC is planned for December 6, 2010. This will be announced in the town's upcoming BUGLE publication.

2. Fall Statistics-

"Reviewed above under Program Updates"

Meeting adjourned: Motion to adjourn at 7:15 p.m. by Christine Hammond. Seconded by Dr. David Van Dyke. Motion carried 2-0.

Next Meeting: Monday, December 6, 2010, 6:30 p.m., Burrillville Parks & Recreation Offices; 92 North Main Street, Pascoag, R.I.

Recorded by

Carol L. Conway, Administrative Aide

Burrillville Parks & Recreation Department